

Peace Corps – Azerbaijan

The Peace Corps is a US governmental agency that promotes global peace and friendship by sending Volunteers to interested countries around the world. The Peace Corps has been operating for nearly 50 years in more than 135 countries to build world peace and friendship through fulfilling three goals: (1) To help the peoples of interested countries in meeting their needs for trained men and women; (2) To help promote a better understanding of the American people on the part of the peoples served; and, (3) To help promote a better understanding of other peoples on the part of the American people. Peace Corps is currently seeking a Program and Training Assistant to provide support to the Program and Training Department.

Program & Training Assistant

Start Date: Mid-August, 2009

Position Summary: The Program & Training Assistant (PTA) provides administrative, logistical, programmatic, training and translation support to the Programming and Training Department. Duties include: support for all facets of Peace Corps programming and training, including preparation for and participation in training events, preparing correspondence, reports, and materials in support of program activities; maintaining program files; tracking qualitative and quantitative data within the monitoring and reporting systems; providing translations and interpretations; backing-up Program Managers in their absence; and a range of administrative and logistical tasks. Along with the Program Managers and other staff, the PTA provides ongoing support to Peace Corps Volunteers living throughout Azerbaijan. The position is based in Baku, but responsibilities will require some travel outside of Baku and occasional work extended hours or weekends.

Required Qualifications: Relevant university diploma; excellent oral and written communication skills; strong organizational skills; experience working for a national or international organization; ability to relate to people of diverse backgrounds; integrity, patience, and a sense of humor; demonstrated teamwork and collegiality; willingness to learn; excellent Azerbaijani and English skills; and experience with computers on the job.

Desired Qualifications: Experience working with community or international development programs; experience in teaching or training.

Application Process: Qualified persons should submit, mail, email, or fax application materials to Peace Corps: 2c Hasan Aliyev Street, Baku; fax: (012) 596 1724; email: azjobs@az.peacecorps.gov. To be considered, you must submit three documents:

- (1) A completed application
- (2) A resume or CV, and
- (3) A cover letter including a written description of how you meet the position's qualifications. The application form is attached or can be picked up at the Peace Corps office. Only short-listed candidates will be contacted.

Application deadline is Monday July 27 at 5:00 pm